



## Compensation and Benefits

**Compensation:** \$125,321.64—\$189,684.48 annually. Starting annual salary will be dependent on qualifications, and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 13

**Benefits:** The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- **Flexible Spending Account** – Optional employee tax-free health care spending account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

## HOW TO APPLY

This unclassified position will be open from March 8, 2019 until filled. Candidates are encouraged to apply by March 31, 2019 for first consideration. Qualified candidates are encouraged to go to: <https://bit.ly/2Doic8M> to create an online profile and submit your application, cover letter, resume, degree verification, and list three professional references.

### For confidential inquiries, please contact:

Kesha McCullough  
Los Angeles County Department of Human Resources  
Email: [kmccullough@hr.lacounty.gov](mailto:kmccullough@hr.lacounty.gov)  
Telephone: (213) 974-2338



To enrich lives through effective & caring service.

# The County of Los Angeles

## Invites Applications for: Chief Deputy, Arts Commission (Unclassified)



## Open from: March 8, 2019 until Filled

**Applicants are encouraged to apply by March 31, 2019 for first consideration.**

This position is open to permanent employees of Los Angeles County who have successfully completed their initial probationary period and meet the qualifying requirements.







## THE COUNTY

The County of Los Angeles, listed in *Forbes Magazine* as one of America’s Best Employers for 2015, 2016 and 2018 and is the largest employer in Southern California with more than 109,000 employees across 35 departments and an operating budget of \$30 billion. The County provides vital, wide-ranging services to a diverse population of 10 million people. Los Angeles County comprises of 88 cities within its boundaries and is the largest county in the nation.

## THE ARTS COMMISSION

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding, and accessibility of the arts in Los Angeles County, encompassing 88 municipalities and 137 unincorporated areas, and provides leadership in cultural services. The Arts Commission funds 400 nonprofit arts organizations through a two-year \$9 million grant program, runs the largest arts internship program in the country, coordinates the LA County Arts Education Collective, manages the County’s civic art policy, and produces free community programs. The Arts Commission serves as the local arts agency for LA County and will become a stand-alone Department of Arts and Culture for LA County in 2019.

## CHIEF DEPUTY, DEPARTMENT OF ARTS AND CULTURE

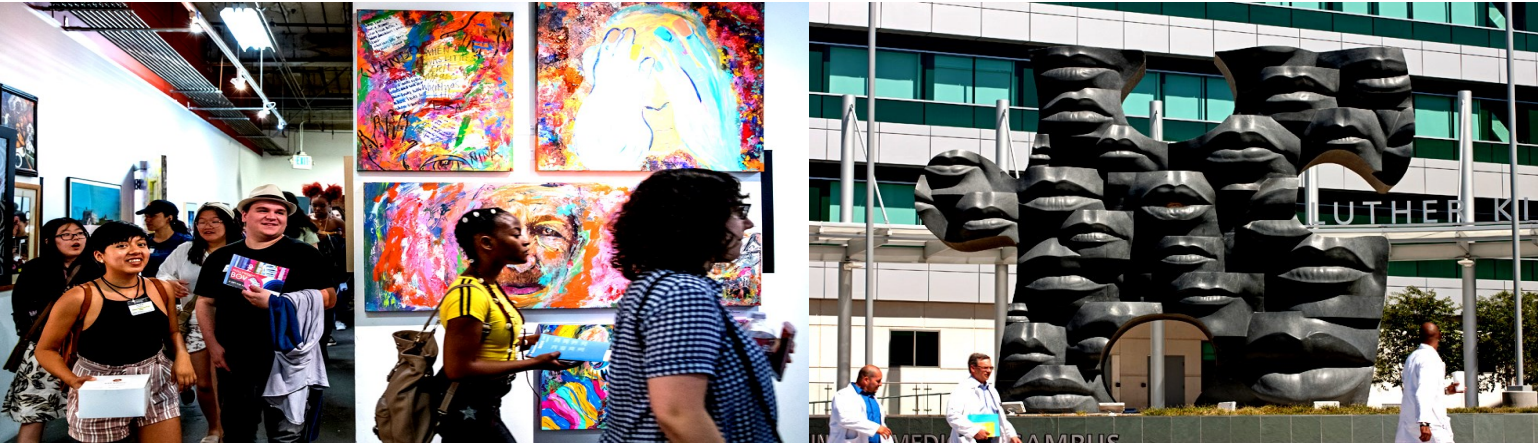
This position reports to the Arts Commission Director and supports the planning and implementation of programs, policies, and procedures to support and promote arts and cultural activities throughout the County. This position will also develop and maintain departmental policies that foster institutional learning, growth, and success.



## MINIMUM QUALIFICATIONS

A Bachelor’s degree in Business or Public Administration, Political Science, Visual Arts, Performing Arts, Liberal Arts or a closely related field –AND– four years of progressively responsible experience in public administration or management of arts or cultural programming. Experience may be in the administrative or programmatic functions of the organization.

LICENSE: A valid California Class “C” Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.



## DESIRABLE QUALIFICATIONS

- Knowledge of the arts and culture ecosystem of Los Angeles county, and arts and cultural activities and issues at the federal, state or local level.
- Knowledge of arts philanthropy and the nonprofit sector.
- Knowledge of County government processes, administration, and governance structure.
- Demonstrated ability to effectively communicate and interact with public elected officials, municipal departments, professional personnel, advocacy groups and general public
- Demonstrated experience in directing subordinate managers.
- Demonstrated ability to effectively ensure execution of agency operations and functions, while maintaining a collaborative and collegial work environment
- Strong and effective oral, written and presentation skills.
- Experience within a government arts agency at the local, state or federal level.
- A Master’s degree in Business or Public Administration, Political Science, Visual Arts, Performing Arts, Liberal Arts or a closely related field.

## EXAMPLES OF KEY RESPONSIBILITIES

The Chief Deputy will act as the second-in-command and assists the Director in leading and managing the daily activities and operations of the Arts Commission. The successful candidate will provide administrative leadership, oversight and accountability for budgets, personnel, and other programmatic functions of the Department.

As Chief Deputy, you will also:

- Ensure effective interface with County Board offices, County departments, Arts Commission advisory body, and related functions.
- Assess and implement plans for current and future needs based on objectives and progress of the Arts Commission
- Act as senior advisor to the Director, ensures staff implementation and internal reporting on agency objectives, and resolves issues as they arise.
- Advocate for a supportive policy framework for the arts by maintaining liaison with various agencies, organizations and stakeholders both public and private.
- Coordinate the development, implementation, and evaluation of the Arts Commission's policies which are consistent with all County codes and policies.
- Oversee maintenance of effective internal and external communications and timely reporting on milestones, planning, and implementation.
- Assist in providing leadership over county-wide activities and issues involving the Cultural Equity and Inclusion Initiative and cross sector programs with other County departments.
- Represent the Arts Commission externally with diverse constituencies to advance the mission of the programs.